



Wyoming Department of Education

Cindy Hill, Superintendent of Public Instruction
Hathaway Building, 2nd Floor, 2300 Capitol Avenue
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Phone: 307-777-7675 Fax: 307-777-6234 Website: edu.wyoming.gov

MEMORANDUM NO. 2012 -169

TO: School District Superintendents
Title III Directors
Principals
Assessment Coordinators
Curriculum Coordinators
English Learner (EL) Teachers

FROM: Robin Holbrook, Education Consultant
Standards, Learning, and Accountability Division

DATE: December 3, 2012

SUBJECT: ACCESS for ELLs® Test Ordering Information

TIME SENSITIVE

This communication is intended for any educator who will order the ACCESS for ELLs® 2013 annual assessment.

The ACCESS for ELLs® ordering window for Wyoming will open December 3, 2012. You may order your ACCESS for ELLs® test materials online: December 3, 2012 through January 11, 2013. **

To place your order:

1. Access <http://www.metritech.com>.
2. Click on CLIENT AREA
3. Select WIDA ACCESS for ELLs® from the list displayed.
4. Enter your District's User Name and Password.
 - a) Your User Name and Password will be emailed to you on the morning of December 3, 2012 from MetriTech.
 - b) The User Name and Password are case sensitive. If you make a mistake, you will be denied access, and the system will prompt you to try again.

****When placing your order, request only the number of tests needed for each grade (form) and tier. ****



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If you need assistance, please call (800)747-4868 and ask for WIDA Customer Service. A staff member will be happy to answer any questions you may have.

If one of your schools is not listed, please email or fax your order for that school. Download the 2012 WIDA Order Form, which is located at the bottom left side of your district's welcome page (see steps 1-4 above). Email the form to MetriTech at wida@metritech.com or call and ask for WIDA support (800)747-4868.

RH:dr